

Clerical and Office Branch  
General Clerical Group  
Messenger Series

**MESSENGER II**

09/91

*Summary*

Under general supervision, supervises personnel engaged in and participating in picking up, sorting and delivering mail and supplies; performs related work as required.

*Typical Duties*

Supervises personnel and participates in picking up, sorting and delivering mail between City departments and the U.S. Post Office; supervises and participates in picking up and delivering materials and supplies, verifying inventory as needed; addresses, stuffs and stamps envelopes and packages; assists with filing; inventories supplies; collects and delivers cash, checks, payroll checks and money orders between various departments and assigned banks; picks up and delivers confidential and sensitive evidence used by the Police Department in their cases; forwards evidence to federal agencies using appropriate class of mail; performs emergency mail runs and deliveries as required.

Operates office and postal equipment; operates a motor vehicle; cleans and services vehicle; supervises, trains and evaluates assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and two years of general work experience, including one year experience as a messenger; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the location of City departments and City mail routes; good knowledge of mail sorting techniques; good knowledge of the use and care of office and postage equipment; some knowledge of operator servicing and maintenance of motor vehicle; some knowledge of personnel rules and regulations, standards of conduct and work attendance.

Ability to supervise and train subordinates; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office environment; lift and carry heavy objects (up to 40 pounds); operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head